



# Medicaid Citizenship and Identity Requirements for U.S. Citizens (DRA)



## DRA Exemption Groups:

### The following groups are exempt from providing Citizenship and Identity Verification

- Clients currently eligible for-
  - SSI,
  - SSDI, or
  - Medicare
- Foster Care children
- Children born to mothers receiving Medicaid or CHP+ at the time of the child's birth
- Presumptive Eligibility clients during their Presumptive Eligibility period

## Verification Requirements:

- The originals of all verification must be seen by the agency (the county, MA, PE, CAAS site, or the Department of Health Care Policy and Financing)
- If a copy is submitted, it must be notarized by the agency who issued the document (for example, Vital Statistics would notarize a copy of a Colorado birth certificate)
- Once a client has submitted acceptable verification, they will not be required to submit verification again
- Expired documents are acceptable

## Acceptable Documentation:

### Box 1

### Primary Evidence of Citizenship AND Identity:

These documents can be used to verify both citizenship and identity. If an individual submits one of these documents, no other verification of citizenship or identity is needed.

- A U.S. passport
- A Certificate of Naturalization
- A Certificate of U.S. Citizenship
- A document issued by a federally recognized American Indian Tribe

### Box 2

### Secondary Evidence of Citizenship:

These documents can only be used to verify citizenship. An individual submitting one of these documents must also submit verification of identity (Box 5).

- U.S. public record of birth if recorded before age 5
- Certification of Report of Birth (DS-1350)
- Report of Birth Abroad of a U.S. Citizen (Form FS-240)
- Certification of birth issued by the U.S. Department of State (Form FS-545 or DS-1350)
- U.S. Citizen ID card (DHS form I-197 or I-179)
- Final adoption decree showing child's name and U.S. place of birth
- A Northern Mariana Identification Card (I-873)
- An American Indian Card (I-872)
- Evidence of U.S. Civil Service employment before June 1, 1976
- U.S. Military Record that shows a U.S. place of birth
- Data verification with SAVE
- Certificate of Citizenship issued for the Child Citizenship Act

### Box 3

### Third Level Evidence of Citizenship:

These documents can only be used to verify citizenship. An individual submitting one of these documents must also submit verification of identity (Box 5).

- A U.S. hospital record of birth on hospital letterhead established at the time of birth and created at least 5 years before the initial application date showing a U.S. place of birth.
  - For children under 16, the document must have been created near the time of birth or at least 5 years before the date of application.
- SOUVENIR BIRTH CERTIFICATES ARE NOT ACCEPTABLE
- Life, health or other insurance record showing a U.S. place of birth that was created at least 5 years before the initial application date.
  - For children under 16, the document must have been created near the time of birth or at least 5 years before the date of application.
- An official religious record that was recorded in the U.S. within 3 months of the date of the individual's birth showing the birth occurred in the U.S. and the date of birth or the individual's age at the time the record was made.
- Early school record that shows the child's name, date of admission to the school, date of birth, that the child was born in the U.S. and the names and places of birth of the parents.

## Fourth Level Evidence of Citizenship:

### Box 4

These documents can only be used to verify citizenship. An individual submitting one of these documents must also submit verification of identity (Box 5).

- Federal or state census record showing U.S. citizenship or a U.S. place of birth and the applicant's age
- One of the following, showing a U.S. place of birth created at least 5 years before the initial application date:
  - Seneca Indian tribal census record
  - Bureau of Indian Affairs tribal census record so the Navajo Indians
  - U.S. State Vital statistics official notification of birth registration
  - A delayed U.S. public birth record that is recorded more than 5 years after the person's birth
  - Statement signed by the physician or midwife who was in attendance at the time of birth
  - The Roll of Alaska Natives maintained by the Bureau of Indian Affairs
- Institutional admission papers, indicating a U.S. place of birth, from a nursing home or other institution which were created at least 5 years before the initial application date
- Medical record indicating a U.S. place of birth, created at least 5 years before the initial application date. Immunization records do not count.
- Written affidavits. For full details see 10 CCR 2505-10 Volume 8.100.3.H.2.d.v.

**Affidavits for citizenship should only be used in rare circumstances when the agency is unable to obtain any other evidence of citizenship.** Two different individuals must supply affidavits. At least one of these individuals must not be related to the client. Each individual must have personal knowledge of the event(s) establishing the applicant's claim of citizenship; for example, the date and place of the applicant's birth in the U.S. The signers must also provide proof of both their own citizenship and identity for the affidavit to be accepted. The client must also sign an affidavit explaining why documentary evidence of citizenship cannot be obtained.

### Providing assistance to obtain documents:

If the applicant or recipient tries to present satisfactory documentation, but is unable because the documents are not available, the agency should assist the individual in securing these documents. If the applicant or recipient cannot obtain the necessary documents and needs assistance (for example, is homeless, mentally impaired or physically incapacitated) and lacks someone who can act on their behalf, then the agency should assist the client in documenting U. S. citizenship and identity. If the client is making a good faith effort to obtain the required documentation, then the due date to submit the verification should be extended.

### Box 5

## Verification of Identity:

The following documents can be used to verify identity only. An individual using one of these documents to verify identity must also verify citizenship using one of the documents from Boxes 2, 3, or 4:

- A state driver's license bearing the individual's picture or name and address, and description
- School identification card with a photograph of the individual
- U.S. military card or draft record
- A federal, state or local government issued identity card with the individual's name, date of birth, address and description
- Military dependent's identification card
- U.S. Coast Guard Merchant Mariner card
- Certificate of Indian Blood or other U.S. American Indian/Alaska Native Tribal document with a photograph or other identifying information
- Three or more documents that together reasonably corroborate the identity of an individual.
- For children under the age of 16 the following documents are acceptable:
  - Clinic, doctor or hospital records
  - School, daycare or nursery school records, including report cards
    - These documents must be verified with the issuing school, or daycare
  - Identity Affidavit signed under penalty of perjury by a parent or guardian
    - The affidavit:
      - Must state the date and place of birth of the child
      - Cannot be used if an affidavit for citizenship was used
      - Is not required to be notarized
    - An affidavit may be accepted on behalf of a child under the age of 18 in instances when school ID cards and drivers' licenses are not available to the individual until that age
- An affidavit may be used for people with disabilities in institutional care facilities, if all of the following requirements are met:
  - It will be signed under penalty of perjury by a residential care facility director or administrator on behalf of an institutionalized individual in the facility,
  - No other evidence of identity is available to the individual

\* Identity affidavits are not required to be notarized.